



## **JOB DESCRIPTION**

<b>Job Title:</b>	Safeguarding Officer Deputy Designated Safeguarding Lead
<b>Salary:</b>	TPAT Point 8
<b>Responsible to:</b>	Headteacher / SLT / Designated Safeguarding Lead
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, Local Authority Staff, County Library Service, Suppliers of Goods & Services, External Agencies, other schools & Visitors

### **Main Purpose of the Job:**

To work closely with the Headteacher and Designated Safeguarding Lead on all safeguarding matters and provide administrative support on such matters as required.

To assist the Designated Safeguarding Lead in dealing with safeguarding concerns in a prompt and efficient manner.

### **Main Duties and Responsibilities:**

#### **Key Safeguarding Duties:**

- Initiate MARU referrals, Early Help Referrals as required;
- Liaise with agencies:
  - i. with GP's with the Safeguarding programme 'Learning Well Partnership';
  - ii. with police and Operation Encompass;
  - iii. with NHS services and hospital when necessary;
  - iv. and triage with Locality Link Officer from Social Services half termly ensuring updates.
- Support and signpost:
  - i. families with substance and drug misuse;
  - ii. those attending Addaction;
  - iii. school community / families with mental health concerns – CAMHS;
  - iv. school community / families with suicidal thoughts in an emergency;
  - v. school community / families with bereavement.
- Monitor attendance for vulnerable children;
- Maintain relationships with identified children and collate information around the actual wellbeing and presentation of children at risk;

- Triage necessary safeguarding information by leading weekly meetings in school TIS (Trauma Informed School);
- To follow Children Missing in Education procedures when necessary;
- To be up to date and aware of rules, regulations, codes of conduct, national legislation and procedure;
- To work with all staff and governors ensuring that safeguarding training is up to date and that all aspects of safeguarding are represented among the DSLs;
- Ensure that safeguarding procedures for all visitors to the school are adhered to rigorously;
- To manage all paperwork and records dealing with queries, correspondence and telephone with multi outside agencies as appropriate;
- To maintain the utmost confidentiality in providing information for new and existing files;
- To ensure that relevant staff members are advised on active child protection files and pupils for concern register as required;
- Correspond with families and carers directly, raising 'concerns' in a constructive manner ensuring that any safeguarding concerns are taken seriously and if necessary referred to the appropriate agencies.

**Key Child Protection Duties:**

- Keeping accurate and up to date safeguarding records, including administration using MyConcern;
- Monitor entries to MyConcern and deal with concerns directly or triage to appropriate personnel based on agreed rules;
- To securely and immediately transfer child protection documents to other schools and to receive and chase up relevant child protection documents from other schools and counties;
- To update chronologies and child protection files ensuring all files remain up to date and are securely maintained according to GDPR and other legislation;
- Ensuring that child protection meetings are held in accordance with the regulations that are laid out by Child Protection plans and then maintaining the appropriate documentation once these meetings have been completed;
- Work with the Headteacher / SLT / Designated Safeguarding Lead to review and submit 175/157 annual declaration of safeguarding compliance;
- Help to create training resources for safeguarding and support the DSL in the training of staff and volunteers;
- Distribution of information on safeguarding to staff;
- Upkeep of safeguarding notice boards and displays;
- To meet and support vulnerable students as directed by the DSL.

**Key Leadership Team Duties:**

- To carry out general administrative duties related to safeguarding, eg photocopying, filing, completion of standard forms, respond to routine correspondence etc;
- Answer and respond to routine telephone calls;
- Face to face, telephone and e-mail enquiries with all staff and outside agencies;
- Maintain manual and computerised records/management information system on safeguarding and child protection;
- Analysis of safeguarding data, to include collating information and presentation of MyConcern reports for Whole School / College Evaluation;
- To play a major role in safeguarding initiatives and projects that may arise during the year;
- To liaise with the website coordinator and provide updates to relevant safeguarding pages on the School / College website;

- Undertake research and obtain information to inform decisions.

### **Training**

- Relevant training should include Child Protection, Child Sexual Exploitation, Drugs, Alcohol, and E-safety;
- To network with all school staff, outside agencies to ensure the best practice. Recognising that the role continually demands updating and improving to secure its effectiveness to deliver the best possible outcomes for our children.

### **Key Responsibilities:**

- To deputise for the Designated Safeguarding lead in their absence;
- To be on a duty rota supervising specified areas, as directed;
- To provide support to the Healthcare Champions, as required;
- Carry out staff induction training in safeguarding procedures including; caretakers, cleaners, support staff and external partners;
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Build positive and constructive relationships with additional outside multi agencies ensuring that the safeguarding of our children is supported and maximised;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others;
- Triage referrals from staff and notify the Designated Safeguarding Lead of cases that require immediate action [and take that action in their absence];
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action;
- Review, update and amend policy documents concerning safeguarding as requested;
- To share information relevant to safeguarding issues with DSL and outside agencies;
- Make direct referrals with outside agencies including; Children’s Services, Police in absence of DSL and Pastoral Care Managers;
- Organise and update relevant training for staff within safeguarding and Child Protection in conjunction with Cornwall and Isles of Scilly Safeguarding Children Partnership framework.

### **General / Other**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School’s and the Trust’s pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



**PERSON SPECIFICATION – Safeguarding Officer / Deputy DSL**

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Attainment of GCSEs Grade C or above in English &amp; Maths (or able to demonstrate equivalent numeracy/literacy skills to a Level 2 standards of education)</p> <p>Qualified to NVQ Level 3 or above (or an equivalent qualification)</p> <p>Level 2 safeguarding qualification or equivalent experience</p> <p>Safeguarding training</p>	<p>Level 3 Safeguarding Certificate</p> <p>Training in relevant strategies</p> <p>First Aid qualification</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Experience of working with young people and families, teaching &amp; learning, youth work, social work or a similar discipline</p> <p>A practical working knowledge of the multi agencies involved in safeguarding matters</p> <p>Evidence of recent experience working within the field of safeguarding</p> <p>Good listening skills and an understanding of common family problems</p> <p>The ability to deal with private information &amp; sensitive issues</p> <p>The ability to work well with pupils, parents, teachers and other professionals</p> <p>Organisational skills</p> <p>Excellent interpersonal &amp; strong organisational skills</p> <p>Able to prioritise between different demands</p> <p>Flexible and able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p> <p>Up-to-date ICT skills</p>	<p>Experience of working within a school or similar environment</p> <p>Experience of working with parents</p> <p>Experience of working in a multi-agency environment</p> <p>Experience of using Arbor, My Concern or similar databases</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>

<b>Specialist Knowledge and Skills</b>	<p>An understanding of the law about education and keeping children safe</p> <p>Teamwork &amp; networking skills to work with a range of other agencies</p> <p>Counselling and mental health skills to support pupils emotional wellbeing</p> <p>Meticulous attention to detail and accuracy of information / records</p> <p>Excellent communication skills, both written &amp; verbal</p> <p>Competent typing &amp; word processing skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		<p>Application Interview Assessment</p>
<b>Behaviours and Values</b>	<p>A calm and confident approach in difficult situations</p> <p>Strong professional relationships with parents and pupils</p> <p>Ability to maintain positive, nurturing relationships with staff, parents and children</p> <p>Enthusiastic, hard-working &amp; committed</p> <p>Discrete and professional in approach; trustworthy with sensitive and confidential information</p> <p>Generates a positive ethos and working environment around them through their words and actions to others</p> <p>Evidence of being a team player</p> <p>Two fully supportive references from appropriate sources</p> <p>Display an understanding and commitment to the safeguarding of children; successful completion of an enhanced DBS and safeguarding checks</p>		<p>Application Interview Assessment</p>

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.